

## **Procedure 4052.03: Search of Visitors and Employees at Secure Facilities**

**Reference: Policy 4052**

**Effective: 04/04/05**

**Prior Issue: N/A**

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall establish measures to control the introduction/possession of contraband in secure facilities in order to maintain a safe and secure environment. Everyone entering the grounds of an ADJC secure facility shall be subject to searches of their person, property, or vehicle. Searches shall be conducted in a manner that is professional and dignified and shall not involve any punishment, harassment, or embarrassment to the subject of the search.

### **Rules:**

1. **EACH SECURE FACILITY SUPERINTENDENT** shall post signs in English and Spanish notifying everyone that they are subject to search and what items are prohibited:
  - a. **HOUSING UNIT EMPLOYEES** shall mail a list of items that are permitted in the secure facility to the juvenile's parents upon the juvenile's admission;
  - b. The **SECURE FACILITY SUPERINTENDENT** shall ensure that this list is posted at a designated area control center for visitors.
2. **SECURITY** shall conduct service dog searches at any time at the discretion of the Superintendent or Security Administrator in accordance with Procedure 1166.01:
  - a. **SERVICE DOG HANDLERS** shall utilize barrier screens to separate the person from the service dog during "sniff" detection;
  - b. Each quarter the **SECURITY CAPTAIN OR DESIGNEE**, shall submit a written report to the Superintendent and the Security Administrator detailing the results of service dog searches.
3. **SECURITY AND AGENCY EMPLOYEES** shall use following guidelines used for searching anyone prior to their entering secure facility areas:
  - a. **EVERYONE** shall leave unnecessary packages and items outside the secure portion of the secure facility;
  - b. **EVERYONE** shall pass through a designated area where they shall have carry-in items searched.
  - c. **EVERYONE** shall open carry-in items for inspection;
  - d. **EVERYONE** shall pass through a walk-through metal detector;
  - e. **EVERYONE** shall stand in front of a barrier screen when Service Dogs are being used;
  - f. **EVERYONE** shall empty their pocket for inspection when entering the security facility;
  - g. **SECURITY** may inspect the vehicle used by the employee;
  - h. **CONTRACTORS AND VENDORS** shall submit and assist in the inventory of tools and repair equipment upon entrance and exit of secure facilities areas unless they are under direct employee's supervision at all times.
4. **CONTRACTORS** shall lock their vehicles while s/he is in the secure facility:
  - a. An unlocked contractor's vehicle shall constitute cause for search of the vehicle;
  - b. **SECURITY** may search contractor's vehicles when reasonable cause exists.
5. **SECURITY** shall allow anyone to return those items found to be contraband which are not in violation of an Arizona or federal statute to their locked vehicle in the parking area.
6. **SECURITY** shall monitor anyone who activates the metal detector. After the removal of external, non-essential metal items, **SECURITY** shall scan the person with a portable metal detector (wand). If the person continues to activate the detector or if a service dogs alerts on them, The **SUPERINTENDENT OR DESIGNEE** shall make the determination of authorizing of the visit and/or pat search.
7. Should any agency employee, have cause to believe that anyone possesses unlawful items or items considered contraband in the secure facility:

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- a. The **AGENCY EMPLOYEE** shall notify the Security Officer-in-Charge (OIC);
  - b. The **SECURITY OIC** shall notify the Superintendent or designee to determine sufficient cause to pat search and to obtain authorization for such search.
  - c. The **SUPERINTENDENT OR DESIGNEE** shall inform the person that s/he is subject to pat search.
8. **DESIGNATED EMPLOYEES** shall pat search anyone when cause is established and authorization is received. Procedures for these searches shall include the following:
- a. The **SUPERINTENDENT OR DESIGNEE** shall escort the person to an area isolated from the view of other employees and juveniles, unless there are critical circumstances that indicate otherwise;
  - b. The **SUPERINTENDENT OR DESIGNEE** shall serve as a witness;
  - c. An **EMPLOYEE OF THE SAME GENDER** shall conduct the pat search of person;
  - d. The **SEARCHING EMPLOYEE** shall conduct a pat search, including an examination of articles which the person may be carrying in his/her pockets, or articles on the employee's person (handbag, wallet, etc.);
  - e. The **PERSON BEING SEARCHED** shall remove articles from handbags, wallets, and pockets to be examined by Security.
  - f. Should the search indicate that items may be hidden on the person's body that are not accessible by pat search, **SECURITY** shall ask the person to produce what may be contained in the suspected, specified area.
9. When a Superintendent or designee has reason to believe that a person possesses a weapon, and/or the person intends to do personal harm to him/herself or others The **SUPERINTENDENT, DESIGNEE, OR SECURITY SUPERVISOR** shall:
- a. Summon local law enforcement immediately along with the ADJC's Investigations and Inspections Unit;
  - b. Isolate the suspected person as safety permits;
  - c. Transfer charge of the matter to law enforcement upon their arrival, and accept further direction as provided by the law enforcement agency.
10. **SECURITY** shall document "for cause" searches immediately after the search, using Form 1160.01D Administrative Incident Report (AIR). This report shall contain the following information:
- a. Cause for search;
  - b. Employee conducting the search;
  - c. Employee authorizing the search;
  - d. Name of any witnesses;
  - e. Finding resulting from search;
  - f. Preservation/disposition of the evidence.
11. The **SUPERINTENDENT** shall review the report, provide any comments, and retain the report in his/her files.
12. The **SECURITY CAPTAIN** shall ensure that employee and vehicle searches occur, at minimum, quarterly at all secure facilities or at the discretion of the Superintendent or designee.
- a. The **SECURITY CAPTAIN** may utilize Emergency Response Team (ERT) members to conduct employee vehicle searches upon arrival for all three shifts;
  - b. **SECURE FACILITY SECURITY EMPLOYEES** shall conduct searches of all employees to include carry-in items;
  - c. **SUPERINTENDENT AND THE SECURITY CAPTAIN** shall ensure these searches are unannounced and conducted on random days.
  - d. The **SECURE FACILITY'S SECURITY CAPTAIN** shall submit a written report quarterly to the Superintendent and Security Administrator which details the results of the search.
13. The following measures shall be taken if contraband or illegal items are found:
- a. **SECURITY** shall report Arizona Revised Statutes (ARS) violations to the assigned Investigations and Inspections Unit and/or with local law enforcement;

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- b. The **SUPERINTENDENT** shall ensure that disciplinary measures are initiated;
- c. **SECURITY** shall confiscate contraband items not in violation of the ARS and submit an incident report through the chain of command for appropriate corrective action in accordance with ADJC policy;
- d. **SECURITY** shall process all items as evidence, in accordance with Procedure 4063.01.

#### 14. Visitors:

- a. If the visitor refuses to submit to the pat search, the **SUPERINTENDENT OR DESIGNEE** shall inform the visitor that s/he must leave the secure facility and that further visitation privileges may be suspended, subject to the discretion of the Superintendent;
- i. The **SUPERINTENDENT, ASSISTANT SUPERINTENDENT, OR, IN THEIR ABSENCE, THE RANKING SECURITY OFFICER** shall issue a temporary Notice of Visitation Suspension Form 4050.03B. The **INVOLVED RANKING EMPLOYEE** shall forward a copy of this form along with an Incident Report to the Superintendent the following work day and record the information at the retention file at the check point;
- b. Should the visitor refuse to leave the premises when requested to do so, **SECURITY** shall summon local law enforcement for assistance;
- c. Should the visitor verbally agree to submit to a pat search;
  - i. The **VISITOR** shall read and sign a Form 4050.03A Consent to Search which shall be attached to an Incident Report;
- d. Should the Service Dog alert on a visitor, the **SUPERINTENDENT, ASSISTANT SUPERINTENDENT, OR, IN THEIR ABSENCE, THE RANKING SECURITY OFFICER** shall issue a temporary Notice of Visitation Suspension Form 4050.03B.

#### 15. **EMPLOYEES** shall allow visitors the following permitted items:

- a. Required identification;
- b. Car keys;
- c. \$5.00 in coins;
- d. Medication required for a life threatening condition in an original container and only in a quantity required during visitation period;
- e. Non-alcoholic drinks which are in factory-sealed plastic bottles or cartons; and
- f. Food for visitation. Guidelines for in bringing in food are:
  - i. No glass or metal containers and/or utensils are allowed;
  - ii. Plastic or paper utensils only;
  - iii. Only the amount of food that can reasonably be consumed during the visit. No food shall be allowed to be taken to the housing unit for any reason.

#### 16. Employees:

- a. Should the employee refuse to cooperate, **SECURITY OR THE SUPERVISOR** shall:
  - i. Inform the employee that refusal to submit to search or refusal to cooperate to the extent necessary to eliminate the cause for search constitutes grounds for disciplinary action up to and including dismissal;
  - ii. Not allow the employee to assume assigned work duties;
  - iii. Contact the Superintendent and obtain approval to place the employee on Administrative Leave;
  - iv. Require the employee to leave the secure facility after approval has been obtained.
- b. Should the pat search reveal items that are not in violation of the ARS but are considered contraband for the secure facility, the **SUPERINTENDENT OR DESIGNEE** shall proceed with corrective action up to and including dismissal;
- c. When contraband is discovered **SECURITY** shall:
  - i. Process the items as evidence;
  - ii. Place evidence in the evidence locker, and
  - iii. Document this information on Form 1160.01D Administrative Incident Report.

#### 17. Employees may be subject to being searched upon leaving the premises as well as during their duty hours. **EMPLOYEES** shall bring their standard issued equipment to their job assignment and may bring in the following personal items:

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- a. Wallet, billfold, fanny pack, or hand bag not to exceed 12" X 18";
- b. Drivers License, credit/phone cards, pictures and identification;
- c. Over the counter and prescription medications for use with current conditions needed for the duration of the work shift only;
  - i. Preferably in the original container; or
  - ii. In a container that is mark clearly with the name of the medication;
- d. Business related materials (e.g. large notebooks, day timers, appointment books, electronic spell checkers, briefcase, attaché, case notebook, pens, or pencils);
- e. Cash not to exceed \$20.00; except **TRANSPORTATION PERSONNEL OR OTHER EMPLOYEES SCHEDULED FOR OFF-INSTITUTIONAL OR OVERNIGHT TRAVEL** may possess cash equal to one day per diem on the day scheduled for travel;
- f. Tobacco:
  - i. One pack of cigarettes; or
  - ii. One small container of chewing tobacco; and
  - iii. One lighter or one match book;
- g. Orthopedic/handicap devices/hearing aids;
- h. Apparel and jewelry consistent with ADJC dress code, assignment, and weather conditions;
- i. Eyeglasses, sunglasses, and/or contact lenses and accessories,
- j. Personal hygiene items:
  - i. Emery boards;
  - ii. Tissues;
  - iii. Hair pick, comb, and/or hair brush;
  - iv. Feminine hygiene items;
  - v. Lip gloss, Chap Stick, or lipstick;
- k. House and vehicle keys;
- l. Candy, gum, and breath mints for personal use;
- m. Uniform and Civilian dress items are to be removed from the facility daily except:
  - i. **MEDICAL EMPLOYEES** may maintain work-related uniforms on-site in locked storage facilities;
  - ii. **AGENCY EMPLOYEES** may leave sweaters and similar items in a secure place;
- n. Personal pagers;
- o. Thermos/water bottles;
- p. Food items for personal use that are easily viewed by the inspecting officer: Introduced food shall be:
  - i. Easy to unwrap;
  - ii. Wrapped in clear plastic; or
  - iii. Contained in a clear plastic container;
  - iv. Carried by the employee through the metal detector;
  - v. Eaten during shift;
- q. Lunch containers not exceeding 12" X 18";
- r. Items to be introduced on a one-time basis include but are not limited to the following:
  - i. Office decorations;
  - ii. Small radios, coffee makers, clock, and fan:
    - (1) Superintendent approval;
    - (2) USA UL approved; and
    - (3) Secure facility maintenance inspected.

18. **AGENCY EMPLOYEES BRINGING IN TOBACCO PRODUCTS** shall secure product in a designated area at the secure facility. **AGENCY EMPLOYEES** shall not have any tobacco products in a juvenile classroom setting.
19. Agency employee's personal property items not specifically authorized above require written approval and exception by the Superintendent or designee.
- a. The **AGENCY EMPLOYEE** shall obtain written permission prior to bringing the specified item into the secure facility;
  - b. The **CAPTAIN OR DESIGNEE** shall retain the original written document and record the information in the retention file at the inspection entrance;

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- c. The **CAPTAIN OR DESIGNEE** shall give the requesting the agency employee a copy of the written document for their personal records;
  - d. The **SECURE FACILITY SUPERINTENDENT OR DESIGNEE** may give agency employees written permission to bring in food items and related appliances for special occasions; such as, pot lucks, retirement, etc
    - i. This may be one document for each occasion inclusive of all involved employees.
20. **AGENCY EMPLOYEES** shall not bring in prohibited personal property into secure facilities without specific written approval of the Superintendent. These items include but are to limited to:
- a. Books, magazines, newspapers, or other reading materials not associated with the completion of any employee's assigned duties; Exception: **AGENCY EMPLOYEES WITH A SCHEDULED LUNCH BREAK** may bring in the above reading material for use during their lunch break;
  - b. Personal handcuffs and/or handcuff keys;
  - c. Backpacks, gym bags;
  - d. Two way radios;
  - e. Electronic appliances of any type (i.e. pocket computers games, high tech equipment that could be attached to state-owned equipment allowing the user to complete unauthorized actions such as phone links, Internet Access, etc.);
  - f. Personal telephonic communication equipment such as cellular/digital phones, recording equipment, etc;
  - g. Personal tools of any kind;
  - h. Personal computer software of any type to include, but not limited to:
    - i. Computer programs of any type;
    - ii. Computer or video games;
    - iii. Any object that could be inserted into a computer to change or eliminate the information stored within.
  - i. Weapons of any type to include, but not limited to the following:
    - i. Pocket knives;
    - ii. Firearms;
    - iii. Tools of self defense;
    - iv. Chemical agents;
    - v. Batons - solid or collapsible;
    - vi. Come-a-longs;
    - vii. Gouges.
  - j. **AGENCY EMPLOYEES** are responsible for maintaining possession of approved personal property items. **AGENCY EMPLOYEES** shall:
    - i. Report immediately the loss of any item;
    - ii. Be liable for the misuse of, lost, or stolen personal property.
21. **ADJC** shall repair or replace, as necessary, some items of employee personal property if the loss or damage occurred as the result of duty-related incidents in accordance with Procedure 2101.34.
22. The **SUPERINTENDENT OR DESIGNEE AND THE SECURITY ADMINISTRATOR** shall:
- a. Approve any exception in writing;
  - b. Place all exceptions in the retention file at the entrance of the secure facility;
  - c. Send a copy of the approval to the requesting employee.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
04/07/05	Jim Hillyard		